

# THE LEARNING TREE

## PRESCHOOL



395-0593

399 N.W. 23<sup>RD</sup> Street

Boca Raton, Florida 33431

## **INTRODUCTION**

Happy, healthy children are our objective. We are committed to providing a caring environment where a child will develop socially, emotionally, physically, and intellectually at his or her own pace. The program is based on sound developmental principles providing a stimulating and challenging learning environment. We strive to provide high quality care in keeping with the child's developmental needs and capabilities.

The foundation of our curriculum is the philosophy that children learn thru play and our primary goal is to create enthusiastic learners.

## **STUDENT ADMISSION**

No child will be refused admission to the school for reasons of race, color or creed. However, the school does reserve the right to dismiss any child whose behaviour is disruptive or harmful to other students. When a child is accepted into the program, the following forms must be in the school office on the date the child begins to attend.

- ☐ Application – Emergency Authorization
- ☐ Emergency Notification and Release – Alternate Nutrition Plan – Discipline Policy
- ☐ Know Your Child's Daycare Brochure
- ☐ Medical Examination Form ( HRS 3040 )
- ☐ Certificate of Immunization ( HRS 680 )

Any child who does not have an up-to-date Certificate of Immunization or proper exemption form on file will not be allowed to attend the center until adequately immunized.

## **HOURS OF OPERATION**

The Learning Tree will be open Monday through Friday, between the hours of 7:00 A.M and 6:00 P.M. THE TREE WILL CLOSE PROMPTLY AT 6:00 P.M. Please call the school if you are going to be detained. There will be a \$10.00 late fee for every 15mins, or part thereof past 6:00 pm. If you are more than ½ hour late and have not called, someone from your child's emergency pick-up list will be called to pick up your child. Consistent late pick-up will cause dismissal. We request that all parents allow sufficient time to collect your child and his/her belongings so as to observe the 6:00 pm closing time.

## **DAYS SCHOOL IS CLOSED**

We will be closed Labor day, Thanksgiving Day and the day after, December 24<sup>th</sup> (close at 1:00 pm), December 25<sup>th</sup> – January 3<sup>rd</sup> for the winter holiday (or the Monday following New Years Day). We will also be closed Martin Luther King Day, Presidents Day, Good Friday, Memorial Day and July 4<sup>th</sup>.

In the event of severe weather conditions (hurricanes etc), check for media announcements regarding Palm Beach County school closings. If the country schools close, we will follow suit.

There will be no tuition charged for the week the school is closed for the winter holiday.

NO CREDIT ON TUITION WILL BE GIVEN FOR ANY OTHER DAY(S) YOUR CHILD IS NOT IN ATTENDANCE.

## **ATTENDANCE**

Regular attendance is important for your child to receive the most from the program. Since the preschool portion of the day starts promptly at 9:15 am, we request that all children be in the care of their teacher prior to that time. Parents are asked to notify the school when a child will be absent. A schedule of daily activities will be posted. A monthly calendar will be send home to keep you informed.

## **ARRIVAL AND DISMISSAL**

Children must be accompanied inside the building. Please insure that your child is in the care of a teacher or aide before you leave. We cannot assume responsibility for a child who has not been turned over to his/her respective teacher/aide. When you pick up your child, please be sure to inform the teacher, he/she is leaving. Children will be released only to those people you have named on your emergency list or have notified us in writing. ID will be required when someone other than yourself picks up your child.

## **REGISTRATION FEE**

A non—refundable registration fee of \$125.00 is due at the time of the enrol lment. This is an annual fee.

### **TUITION**

Non-Toilet Trained	5 days a week	\$170
	3 days a week	\$150
	2 days a week	\$130
Toilet Trained	5 days a week	\$160
	3 days a week	\$140
	2 days a week	\$120
Non-toilet Trained	5 half days a week	\$145
	3 half days a week	\$125
	2 half days a week	\$105
Toilet Trained	5 half days a week	\$135
	3 half days a week	\$115
	2 half days a week	\$95
Toddlers	full-time only	\$190
Infant Care	full-time only	\$200

Tuition is due Monday morning for the current week. Checks should be given to the Director or placed in the tuition box. Leaving your check on the desk or sending it with your child is not acceptable. Cash payments must be given to the Director for a receipt. ( DO NOT put cash in the tuition box ). There will be a \$3.00 fee charged to your account for each day tuition is late. Delinquent fees beyond a two week period without written approval of the Director will be grounds for termination. All tuition that is not paid in full will be subject t collection. Collection expenses, including attorney fees, shall be paid by the parent(s)/guardian(s). There will be a \$15 fee for all returned checks.

The school cannot operate with stability unless all fees are paid on a regular basis. All fees continue even in the event of absence of the child from school. WE ARE NOT ABLE TO GIVE CREDIT FOR ABSENCES.

## **WITHDRAWAL**

If a child must leave the program, two weeks notice or two weeks tuition is required. We cannot hold a spot for a child in his/her absence, unless the parent(s) agree to pay tuition for that place. Since we operate with a limited number of spots available, we must have a two week notice in order to make arrangements to fill the spot.

## **ILLNESS**

Your child's health is a matter of major importance to us all. In order to protect your child and the other children, we have set up some guidelines to help you determine if your child is too sick or contagious to be brought to school.

### **KEEP YOUR CHILD HOME IF:**

- ☐ He has a fever over 100 degrees in the morning (for any reason).
- ☐ A rash that you cannot identify or that has not been diagnosed by a physician.
- ☐ Diarrhea (watery or greenish bowel movements that look different and are more frequent than usual). Because diarrhea is so easily transmitted between children, the number of cases will be reduced if parents keep the child home until he/she is diarrhea-free.
- ☐ Conjunctivitis or “pink eye” is an eye infection and must be treated by a doctor. The eye is generally red with some burning and thick yellow drainage being secreted.
- ☐ Vomiting
- ☐ If she has symptoms of a possible communicable disease. These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain.
- ☐ Severe cold with fever, sneezing and heavy nasal discharge with contagious diseases a child must be kept home. Some of these are chicken pox (must be kept home for a minimum of seven days), roseola and strep throat.

A child showing the symptoms of illness while at school will be isolated until he/she can be taken home. You need to make arrangements to have your child picked up within the hour that you we're notified. If you cannot be reached by phone, one of the other people on your emergency notification will be contacted to pick up your child.

### **Your child may return to school if:**

- ☐ A doctor diagnoses an ear or throat infection and places your child on an antibiotic and he/she has been on the antibiotic for 24 hours.
- ☐ If the child is fever-free for 24 hours.
- ☐ If the child's cold is over but he/she is left with a nasal drip.
- ☐ At least one week after the chicken pox rash begins, or when the pox are all scabbed over.

IF ALL PARENTS KEEP SICK CHILDREN HOME, EVERYBODY'S CHILDREN WILL STAY HEALTHIER. IN THE END, THIS WILL MEAN FEWER WORK DAYS LOST AND FEWER ILLNESS FOR EVERYONE.

## **ISPENSING MEDICATION**

The County Health Department prefers that we do not give medications. If we must give medication, the parent must fill in, sign, and date a Medication Permission Form. NO MEDICATION CAN BE GIVEN WITHOUT THIS COMPLETED FORM. ONLY prescription medication in the ORIGINAL CONTAINER can be given. Under NO circumstances are we allowed to dispense non -prescription medication. Parents are responsible for locking all medicines in the medication box in the refrigerator. This is the only place medicines will be kept.

## **ACCIDENTS AND INJURIES**

In the event of an accident or injury, the teacher or aide will make out an incident report. Parent(s) must sign this report acknowledging that they have been informed and understand what steps we're taken to aid the child.

## **ALTERNATE NUTRITION PLAN**

The school agrees to provide a morning and afternoon snack for the children when they are at school. Parents agree to provide a nutritious lunch. Breakfast and dinner are not to be eaten at school. We do not have facilities to warm the lunch you send, so please put the soups and other hot foods in a thermos container if you want them for your child. All containers must be clearly labelled with your child's name. It is the parents' responsibility to inform the teacher of any food allergies or any special dietary requirements of the child.

We can refrigerate dairy, meat and gelatine items but do not have space for entire lunch boxes. All refrigerated items must be clearly labeled. INSULATED THERMOSES WHICH COME WITH LUNCH BOXES, DO NOT NEED REFRIGERATION.

## **REST TIME**

Children are required to have a rest period after lunch. Children who need to nap are given the opportunity. Children who do not need to nap are required to rest quietly on their mat.

All parents must send a crib sheet to school to cover their children's mat (Mats are provided by the school). A small blanket and/or special toy may also be sent. Please be sure your child's name is on ALL his/her belongings. Crib sheets must be taken home every Friday for laundering.

## **DRESS**

Please dress your child in comfortable play clothes that are appropriate for the weather and active play. A complete change of clothing, including shoes, should be kept in the child's cubby at all times. Children should wear sturdy shoes with non-slip soles to prevent falling. Please, NO thongs (flipflops), backless shoes, boots or sandals. Sneakers are preferable.

## **CHILDREN IN DIAPERS**

Children in diapers must have two days supply of diapers in their cubbies at all times. They must also supply wet wipes and gallons sized plastic bags at all times.

## **TOYS**

We request that you do not let your child bring toys to school. They get lost or become broken and the children tend to fight over them. We have set aside special days for "show and tell" and your child may bring in a toy on those days. Please encourage your child to bring a "show and tell" that is pertinent to our unit for that week (please see your monthly calendar). This will help to re-enforce what we have been learning about.

## **PARENT INVOLVEMENT**

Parents are encouraged to become involved in your child's class. You are welcome to come and read a book, supervise a special art project, share a special skill (such as playing a musical instrument), or help with a cooking experience. Please check with your child's teacher to see when your talents could be best used. Our open door policy welcomes visitors at any time throughout the day.